

Statement of Deficiencies

4105-D: Governance and Legal Responsibility

Not Met

Findings/Corrections

4105.D.8. The agency failed to maintain a list of members of the governing board or advisory committee that indicated the name, and term of membership of each member and failed to identify each officer and term of that office.

4105-E: Responsibilities of the Governing Body

Not Met

Findings/Corrections

4105.E.3. The governing body failed to meet as often as necessary with a minimum of four meetings a year to monitor the operations and service programs of the agency.

4105.E.4. The governing body failed to maintain and make available to the Division records of attendance and minutes of its meetings, policy and administrative decisions made by the governing body.

4105-H: Finances

Not Met

Findings/Corrections

4105.H.4. The agency failed to have a written policy on fees for services. The agency policy on fees for services failed to describe the relationship between fees and services provided and the conditions under which fees were charged and/or waived.

4105.H.5. The agency failed to make the fee policy available to the applicant(s) and the general public.

*THE AGENCY FAILED TO HAVE A WRITTEN DESCRIPTION OF FEES CHARGED TO MINORITY FAMILIES.

4109-F: Placement Authority and Agreements

Not Met

Findings/Corrections

4109.F.3. The agency, prior to accepting the child for placement, failed to secure written authority from the parent(s), or custodian to place the child. In voluntary placements, the agency failed to have a signed agreement with the parent(s) or custodian of the child, which included the expectations and responsibilities of the agency and the parent(s) or custodian for carrying out the steps to meet the case plan goals, the financial arrangements for the child in care, and visiting plans.

4109.F.4. The agency prior to accepting a child for placement failed to secure from the parent(s), custodian, or court written authority to provide medical care as needed. If the parent(s) refuse to give consent for medically needed care, the agency can seek a court order authorizing such care.

4111-B: Parent(s) Records

Not Met

Findings/Corrections

4111.B.1.(a.-m.) The agency failed to maintain a case record on the parent(s) of every child whom the agency placed which contained information as follows:

j. Chronological record, noting significant events and dates of contact with parent(s) and progress toward goals

*There is a notarized statement in the biological parent record that documents that the parent received two pre-surrender counseling sessions. There fails to be documentation in the record to include the date the sessions were conducted and whom they were conducted by.

4115-B: Adoptive Home Application

Not Met

Findings/Corrections

4115.B.1. The agency failed to provide information to non-white prospective adoptive parent(s) about the fees, structure, and the availability of a subsidy.

4115-F: Updating Home Study

Not Met

Findings/Corrections

4115.F.1. The original homestudy failed to be updated for families who had an adoptive placement and who wished to apply for adoption of another child.

Statement of Deficiencies

4115-G: Services to Adoptive Parent(s)

Not Met

Findings/Corrections

4115.G.13. The agency failed to supervise a child's permanent placement for a minimum six months before giving written consent to finalize the adoption. The child and family failed to be seen within three weeks of placement and at least twice thereafter. The two supervisory visits of the child and family failed to be in the adoptive home and failed to include both adoptive parents (when applicable) and all other members of the household. Written reports on the supervisory visits failed to be dated and placed in the child's record and the adoptive parent's record.

*One child placed on 7/20/04 was not seen within 3 weeks of placement for his supervisory visit. The first visit was conducted one month later.

4115-I: Adoptive Parent(s) Records

Not Met

Findings/Corrections

4115.I.2. Re-application records failed to contain an update of the homestudy necessary for recertification.

4115-N: Placement Supervision/Services

Not Met

Findings/Corrections

4115.N.2. The child and family failed to be seen within three weeks of placement.